

| NODIS Library | Legal Policies(2000s) | Search |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 2570.1B

Effective Date: December 05,

2008

Expiration Date: December

05, 2013

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

Subject: NASA Radio Frequency (RF) Spectrum Management Manual

Responsible Office: Space Operations Mission Directorate

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [AppendixH](#) |
[AppendixI](#) | [AppendixJ](#) | [ALL](#) |

Appendix C: Headquarters Spectrum Management Forum (HSMF)

The HSMF is organized to provide a forum for the exchange of information on radio frequency spectrum management requirements, policies, and issues among all Mission Directorates and crosscutting HQ support offices of the Agency.

C.1 Purpose

The forum is established to provide the means by which the AA for SOMD ensures other Headquarters Offices of NASA's compliance with Office of Management and Budget (OMB) Circular A-11, Section 33.4.

The forum also provides the means of assuring spectrum availability and compatibility between the different communications systems requirements in support of each Mission Directorate's program goals.

C.2 Objectives

To facilitate Agency-level integration of communications requirements for all current and future programs sponsored by that Mission Directorate, in a timely manner, and to ensure that spectrum support is available to meet program/project milestones.

To enable Headquarters Offices to review and comment on the status and progress of frequency spectrum support issues and activities in the national and international frequency spectrum arenas.

To ensure intra-NASA compatibility by reviewing, for coordination purposes, spectrum support submissions prior to frequency assignment application.

C.3 Organization

The Director of Spectrum Policy and Planning, on behalf of the AA for SOMD, chairs the forum. The chairman is supported by the national and international Spectrum Program Managers. Meetings of the group are convened by the Chairperson, and meet as necessary, but not more than 90 days should elapse between meetings.

Each Mission Directorate provides one representative, knowledgeable in the communications requirements of all current and future programs sponsored by that office. In addition, the Office of Safety and Mission Assurance (OSMA) will provide a representative to the group.

The work of the forum will be recorded by means of three documents:

1. Meeting Minutes⁷, published after each meeting no later than two weeks after the meeting date.
2. Action Item List, reviewed and updated at each meeting.

3. Calendar of Events for one year, updated monthly.

These documents, published by the Chairperson, will be distributed to all members.

7 The Manual in NPR 1441.1, NASA Records Retention Schedules, should be followed to maintain and safeguard these records. Records, documents, reports, etc. can only be disposed of based on the retention periods in NPR 1441.1. If an item is not described in NPR 1441.1, contact your Center Records Manager for assistance.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) |
[AppendixH](#) | [AppendixI](#) | [AppendixJ](#) | [ALL](#) |

| [NODIS Library](#) | [Legal Policies\(2000s\)](#) | [Search](#) |

DISTRIBUTION:

NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
